

RESOLUTION NO. 2017-39

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE
VILLAGE OF KEY BISCAYNE, FLORIDA, APPROVING
THE PURCHASE OF SCANNING, INDEXING, IMAGING
AND MEDIA CONVERSION SERVICES FROM
ADVANCED DATA SOLUTIONS, INC.; PROVIDING FOR
AUTHORIZATION; PROVIDING FOR A WAIVER OF
COMPETITIVE BIDDING; AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, the Village of Key Biscayne (“the Village”) requires scanning, indexing, imaging and media conversion services (the “Services”) to provide effective administration of Village services; and

WHEREAS, the Village desires to purchase the Services through a vendor; and

WHEREAS, Section 2-86 of the Village Code of Ordinances (the “Village Code”), provides that purchases made under state purchasing contracts or for contracts of other municipal or government entities that were awarded substantially similar to the Village’s competitive bidding procedure shall not require separate competitive bidding by the Village; and

WHEREAS, the Village Council desires to purchase the Services from Advanced Data Solutions, Inc. based upon the same terms and conditions of the City of Fort Lauderdale’s Bid for scanning, indexing, imaging and media conversion services (Request for Proposals # 575-11786), (the “Fort Lauderdale RFP”); and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the citizens of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF
THE VILLAGE OF KEY BISCAYNE, FLORIDA AS FOLLOWS:**

Section 1. Recitals. Each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein by reference.

Section 2. Approval. The Village Council hereby approves Advanced Data Solutions Inc. for the Services consistent with the proposal attached hereto as Exhibit "A," which is based upon the same terms and conditions as the Fort Lauderdale RFP.

Section 3. Authorization. The Village Council hereby authorizes the Village Manager to execute an agreement with Advanced Data Solutions, Inc. for the Services consistent with the proposal attached hereto as Exhibit "A," subject to approval by the Village Attorney as to form, content and legal sufficiency.

Section 4. Waiver of Competitive Bidding. The Village Council hereby waives the Village's competitive bidding procedures pursuant to Section 2-86 of the Village Code based upon the Fort Lauderdale RFP.

Section 5. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED and ADOPTED this 29th day of August, 2017.


MAYRA PENA LINDSAY
MAYOR

ATTEST:


JENNIFER DUQUE, CMC
VILLAGE CLERK



APPROVED AS TO FORM AND LEGAL SUFFICIENCY


VILLAGE ATTORNEY

**Proposal Document
Presented For:
Request for Proposal**



**Document Imaging
Due: August 21, 2017**

**Submitted by:
Advanced Data Solutions, Inc.
Atlanta/Miami/Tampa
www.adsus.net**



ADVANCED DATA SOLUTIONS, INC.

141 Scarlet Blvd, Ste A
Oldsmar, Florida 34677
Phone: 813-855-3545
Fax: 813-855-6575
www.adsus.net

August 210,2017

Village of Key Biscayne
Attn: Ana de. Varona
88 West McIntyre Street
Key Biscayne, FL 33149
Ref: Document Imaging Project

To whom it may concern:

Advanced Data Solutions, Inc. (ADS) is pleased to submit this response to your Request for Proposal Document Imaging Services. If selected as your solution provider, ADS is ready to perform in accordance with the State of Florida's Records and Retention Guidelines and the requirements set forth in this contracts and the terms and conditions in a timely manner.

As an experienced Document Imaging Provider, ADS has developed a reputation for reliability in meeting short deadlines and providing top quality services to countless government enterprises.

With a client focus on State and Local government, ADS has provided electronic document management solutions to countless entities with records management needs and documentation similar (if not identical) to yours. This is what we do and who we are. We have worked directly with numerous agencies completing huge back-file conversion projects, system implementations, web hosting and on-going records management needs.

Narrative Statement of Proponent's Approach to Providing the Services in this RFP

ADS will provide high quality scanning equipment and software that has superior optics and state-of-the-art software technology. Our systems are described in detail within our response document. Our technology will remain current to ensure the best possible image quality and metadata accuracy. Your team of conversion, indexing and quality control personnel are trained and possess years of industry experience. We will utilize our quality control standards and procedures (developed over 19 years) on your project.

Our main operations facility is in Oldsmar, Florida (Tampa Bay). We handle the systems and outsourcing requirements for over 200 enterprises throughout Florida and Georgia.

Our primary focus in the service bureau is on the conversion of microfilm, standard paper and large-format drawings to digital images. We have over 19 years of experience integrating and interfacing literally millions of source-image and index files into countless document imaging systems. Because of this, we are **uniquely qualified** to provide your conversion services. We have the **strongest** expertise within the **municipal government and learning institutions** of document imaging in the Southeastern US.

Proponents Name	Advanced Data Solutions, Inc.
Proponents Corporate Address	141 Scarlet Boulevard, Suite A Oldsmar, Florida 34677
Proponents Phone / FAX #	813.855.3545 <i>Oldsmar Phone</i> 813.855.6575 <i>Oldsmar FAX</i>
Authorized Signer and Future Contact Person Information	Melody S. Engle, President 141 Scarlet Boulevard, Suite A Oldsmar, Florida 34677 813.855.3545 Office Phone Email: mengle@adsus.net

Our commitment to client success remains at the forefront of our strategic purpose. We believe that by investing time to understand each client's needs and business objectives we can design and deliver "best of breed" solutions. We enjoy harmonious & mutually beneficial working relationships with our existing clients and look forward to continuing the same with the Village of Key Biscayne.

We don't offer voicemail, we offer people resources instead. Feel free to contact our office any time, day or night, to speak to a person who will be glad to offer personal assistance.

Kindest regards,

Melody S. Engle, CEO
Advanced Data Solutions, Inc.

Table of Contents

1	Company information	Section A
2	Scope of Work / Project Plan	Section B
3	Experience and References	Section C
4	Cost	Section D

**VILLAGE OF KEY BISCAYNE
DOCUMENT IMAGING PROJECT**

**SECTION A
COMPANY INFORMATION**

Executive Summary

Advanced Data Solutions, Inc. is a Florida Corporation formed in 1999.

Our primary service is the conversion of paper and microform records for city and county government offices. We specialize in building and growth management records but have also worked with dozens of other departments including Police, City / County Clerk, Human Resources, Finance, Public Works, Planning and Zoning, Engineering, Public Defender and many others. Often, our contracts extend to all departments within a city or county office.

We have served Florida government offices for over eighteen years. The primary operations center and corporate office for Advanced Data Solutions, Inc. is in Oldsmar, Florida (Tampa Bay). Our other service bureau is in Dallas, Georgia (Metro Atlanta). We have a satellite (technical support) office in Miami as well. Our Georgia location has served a similar government client base for over four years. We own and operate from our 9,000 SF building in Florida (Tampa Bay) and our 1,500 SF building in Georgia (Metro Atlanta). Our buildings are owned, not rented or leased. As such, we are in full control of our security measures and can satisfy client-specific requirements on demand.

All equipment is owned, not leased. The company maintains a very high credit rating and has strong relationships with software and equipment vendors. ADS are in very good standing with Kodak, Fujitsu, Contex and Laserfiche with available credit to have immediate shipment of new equipment and software with basically no financial limitations.

Since inception, we have serviced over 200 government clients including, but not limited to State Agencies, Local Agencies, Counties and Cities.

Advanced Data Solutions is the only specialized conversion company on Florida State Contract having passed rigorous credit and reference checks on three separate occasions during the last ten years.

Additional Facts

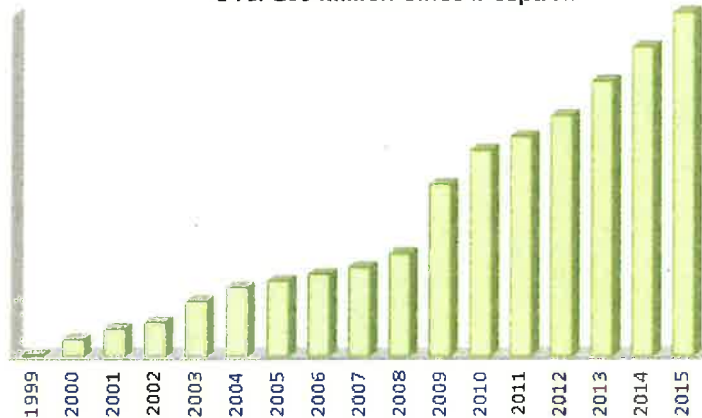
- We scan over **120 tons** of paper records to digital format annually.
- We support various software systems including Laserfiche, FileNet, Hummingbird, On-Base, SharePoint, Kodak Capture Pro, OpenText and many more.
- We believe in personal contact, not voicemail.
- Our technology partners are an extension of our company and reputation.
- We own ALL our equipment and do not subcontract services.

Operational Stability

Advanced Data Solutions has demonstrated operational stability by focusing on one service line through its entire 19 years of operation. We convert paper, microfilm and microfiche media to digital format. We have done this since our business opened during March 1999. In addition, we have specialized solely on the conversion of government records, many of which mirror your current initiative.

Images in Millions

Over 200 Million Since Inception



We have converted over 200,000,000 images to digital format in 18 years!

We have grown with the industry and have basically established benchmark standards through our direct involvement with the Florida Department of State Division of Archives. Our policies have been copied and used repeatedly in public records management initiatives throughout the Southeastern United States.

Conclusion

Advanced Data Solutions has demonstrated operational stability by focusing on one service and software line through its 19 years of operation. We convert paper, microfilm / microfiche media to digital format primarily to one specific vertical market: Government. We also implement Laserfiche electronic records management systems within this market.

Our focus has remained unchanged since we began operation in 1999.

Key Elements of the Proposal

Throughout our response, we will document our technical experience, industry expertise and conversion methodologies that we have developed in 19 years of operation. We will expand on the following key elements which support our qualifications to satisfy and surpass your requirements for the completion of your project.

- Similar Conversion Projects
- Client References
- Management Team Credentials
- Equipment Capabilities
- Financial and Operational Stability
- Network and Operational Infrastructure
- Records Security
- ADS WebFlow (our internally developed Project Management Software)
- Village of Key Biscayne Project Plan

Your Project Team

The company's President, Melody S. Engle, has run Advanced Data Solutions since inception in 1999. She holds all officer positions and is deeply involved in the company's daily project management. The company's key employees are tenured and have been with ADS for several years. ADS has 40 employees in our service bureaus. Our staff members are all hands-on and cross trained in most capacities. Many of our employees have been with us for years and have been exposed to all government office document types and metadata requirements.

Your Project Team

Melody Engle Florida Office Working President & CEO 19 Years' Experience at ADS	High Level Project Management Project Design and Implementation Production Schedule and Budget Kick Off Meeting Policy and Procedure Development Ongoing Client Communication Adherence to Production Schedules
Kay McNeil Florida Office Project Manager & Team Leader 14 Years' Experience at ADS	Metadata and File Transmission Beta Testing of Metadata and File Transmissions Proof of Concept & Client Acceptance Completeness Checks Source Images & Metadata & Review Overall Project Management Project Design and Implementation Staff Training / Train the Trainer Kick Off Meeting Ongoing Client Communication Adherence to Production Schedules
John Civale Florida Office Vice President of Sales 14 Years' Experience	High Level Project Management Kick Off Meeting Policy and Procedure Development Ongoing Client Communication Estimating and Budget
James Watt Florida Office Information Technology Director 16 Years' Experience at ADS	High Level Project Management Network Design and Configuration Implementation of Security Practices Ongoing Support of Security Practices Ongoing Client Communication

MELODY S. ENGLE, CPA



EMAIL

mengle@adsus.net

GENERAL

Place of Birth: Miami, Florida

COMMUNITY

Metropolitan Ministries
Homebound Meals /
Heritage United Methodist
Disaster Relief Efforts

ADVANCED DATA SOLUTIONS, INC. WORKING PRESIDENT

WORK EXPERIENCE

Advanced Data Solutions, Inc.

March 1999 - present

She is the original founder of ADS having direct involvement in all system installations & outsourced imaging directives. She is heavily involved in the database management and workflow of all client engagements. She has been involved in document imaging and the evolution of Florida Municipal Electronic Recordkeeping for fourteen years.

Able Body Labor – 15 Corporations

Chief Financial Officer 1996 - 1999

Management supervision of the Finance & Information Technology Departments. Implementation of EDMS system managing 10 million records annually.

PricewaterhouseCoopers

Audit Manager 1990 - 1996

Managed the audit process for clients in the financial services and manufacturing industries. In addition, she worked in the firm's national office, developing advanced audit training materials used in local/national continuing professional education programs. She was a team leader for the training & implementation of the paperless audit workflow environment for the SE United States. Due to the success of the project, the firm was able to reduce audit paper retention by 95%.

PROFESSIONAL SKILLS

- Certified Public Accountant / Strong Focus on Systems Documentation and Internal Controls
- Laserfiche Certified Records Management – Specialist
- Certified Kodak Capture Pro Imaging Product Specialist
- Certified Document Imaging Architect - Pending
- Certified Records Manager - Pending
- Training: Fujitsu, Kodak, Mekel, Wicks & Wilson, Context, Alchemy and Liberty EDMS Workflow Products
- Training: Fujitsu, Kodak, Mekel, Wicks & Wilson, Context, Alchemy and Liberty EDMS Workflow Products

JOHN CIVALE



PHONE

954-553-4009

EMAIL

jcivale@adsus.net

ADDRESS

141 Scarlet Blvd,
Oldsmar, Florida 34677

GENERAL

Date of Birth: 10/17/1962

Place of Birth: NYC

COMMUNITY

Troop Leader - Boy Scouts of America
Hurricane Andrew Relief Efforts
Town of Davie - Baseball and Soccer
Coach.

Advanced Data Solutions VICE PRESIDENT OF SALES

WORK EXPERIENCE

Advanced Data Solutions

July 2017 - present

John joined ADS in July 2017 as Vice President of Sales with over 34 years in the Document Management Industry. He possesses a wealth of sales and operational experience and knowledge in document scanning and micrographic service technologies. John is a FCRM, Florida Certified Records Manager.

DRS Imaging

June 2008 - June 2017

John joined the DRS Group in June 2008 as Senior VP of Business Development with over 29 years in the Document Management Industry.

HOV Systems / Lason Services

General Manager 1997-2008

General Manager overseeing Operations and Sales. John closed millions in sales and grew the base of accounts through hard work and the knowledge of the document imaging industry.

American Micro-Image, Inc.

Vice President 1984-1997

As Vice President John was responsible for the day to day operation and increasing revenue by 145% in 5 years. John also added new products and services.

PROFESSIONAL SKILLS

- FCRM (Florida Certified Records Manager)
- Certified Document Imaging Architect (pending)
- Kodak Capture Pro Imaging Products
- Laserfiche Document Management Products
- Contex and Kip Large Format Scanners
- ScanOS Large Format Software Capture
- WideImage Large Format Software Capture
- Wicks & Wilson SCANfilm Conversion Hardware/Software
- High Speed Fujitsu/Kodak/Canon Production Scanners

JAMES M. WATT



PHONE

813-855-3545

EMAIL

jwatt@adsus.net

ADDRESS

141 Scarlet Boulevard
Oldsmar, FL 34677

GENERAL

Date of Birth: 1971
Place of Birth: New York

COMMUNITY

Pinellas County Sherriff - Ride
and Run with the Stars
Girl Scouts
Lokey Charities

ADVANCED DATA SOLUTIONS, INC. SENIOR NETWORK ENGINEER

WORK EXPERIENCE

Advanced Data Solutions, Inc.

April 2000 - present

Jim has designed, implemented and supported a wide array of business IT solutions including mobile workforce automation, remote access, network security, email and groupware solutions, network wide threat assessments, project management and many other business technology solutions for ADS.

Connelly Insurance Group

IT Specialist 1998 - present

Jim is the IT specialist for The Connelly Insurance Agency (CIG). With CIG, he designs, implements and supports an array of automation projects for the agency, which includes an agency-wide scanning and document management system, direct to the desktop network fax solution and Citrix Metaframe remote access system and other Agency Automation projects.

MOON Communications

IT Specialist 1996 - 1998

Before joining CIG, Jim Watt designed, implemented and supported the LAN/WAN infrastructure for MOON Communications. It supported patient medical records with security and fault tolerance in mind, implemented MOON's main computer room consisting of DEC Alpha 4100 servers with DEC Storage Works.

PROFESSIONAL SKILLS

- Cisco Certified Meraki Network Administrator
- Cisco CCNA
- Microsoft MCSE
- Digium dSse
- Apple ACTC
- SonicWall CSSA

✓ Similar Past Projects

City of Tampa

ADS initially converted records for the Growth Management area for the City of Tampa from 2003 to 2010. Through the years, the project expanded to include the conversion of over 8 million Paper, Microfilm and Microfiche Records. We also hosted over 2 Terabytes of data within our web platform which was accessible via the Restricted Access portal on our website.

We converted millions of small and large format building permit files. As part of our services, we separated all records classified as non-public for inclusion within a Homeland Security repository. These records consisted of airport, mall, hospital, school and government building diagrams. We have converted millions of microfilm records as well consisting of similar type documentation.

Hillsborough County Public Defender's Office

During 2015, ADS converted a million pages of case files for the Information Technology Department at Hillsborough County Public Defender's office. The conversion took place within 60 days according to their short timeline requirement. As part the conversion, we created a custom import script which facilitated a simple upload of both metadata and source image files into their Optix system.

As part of the conversion, we segregated the project in a secured area with dedicated project team members who had passed certain security designations. All related data was securely transferred to the client and removed from all ADS storage devices and systems.

City of Homestead

During 2014, we were awarded the contract to perform the back-file conversion for the City of Homestead. The project was unique. It required the cleansing, handling and conversion of over a million small format records and 72 thousand wide format prints which had been maintained in the basement of Old City Hall. The records were from all departments within the city and required a significant amount of sorting and classification. The files and metadata were then imported into the City's Laserfiche EDMS system. The project was completed during their fiscal year 2015.

We have recently been awarded the contract to complete the project which consisted of approximately 600 boxes or 1.4 million records.

City of Atlanta / Hartsfield International Airport

During 2016, we performed a special project which involved the conversion of security badges, social security number redaction and extensive metadata. We completed the project within a few months. It consisted of million pages with nearly that much in keystroke metadata consisting of 19 separate fields.

All the above projects were managed using our Project Management Software: ADS WebFlow. They were all completed on time and within our budget projections.

✓ Sustainable Business Practices

Sustainable Business Practices

The company's founder and President, Melody Engle, was a practicing CPA for many years prior to forming Advanced Data Solutions. She draws upon 20 years of public and private accounting experience to manage the financial affairs of ADS. As such, the company is financially strong and unencumbered. All vehicles and equipment are fully owned. Our facilities are either owned outright or have mortgages which require less than 5% of monthly cash outflow.

We focus on effective project management. By creating our own project management software (ADS WebFlow) and managing our labor costs, we operate in a streamlined environment that considers revenue, margins and overhead rates in day-to-day operations.

Our primary expense is labor. Through WebFlow, we closely match our billings to our labor costs. WebFlow is described in more detail throughout of proposal response. We utilize its capabilities for budgeting efforts which include labor time and project billings.

Financial Stability

As a private company, we do not publish internal financial statements, contract documents or client lists. **We maintain liquidity ratios that more than double those of other companies in our industry.** We have reported solid revenue numbers in a failing economy and have increased our headcount steadily since inception.

We operate on a basis of managed growth and conservative fiscal policies.

We have access to extensive lines of credit, of which, we have never used. We have credit terms with all our equipment and software vendors and maintain high credit ratings despite the less than favorable economic period. We have had total uncollectible accounts of less than \$2,000 in over 18 years of business. We choose to purchase equipment rather than incur loans or leases. Through effective cash management and budgeting, we are able to acquire new conversion equipment, vehicles and software staying current with our industry and developing technology.

Many of our financial assertions are inherently verified through the mere existence of our State Contract. The Department of Management Services does a thorough review of all bidding vendors during the RFP review process which includes verification of credit ratings and other financial measurements.

Our fiscal policies have remained unchanged since inception.

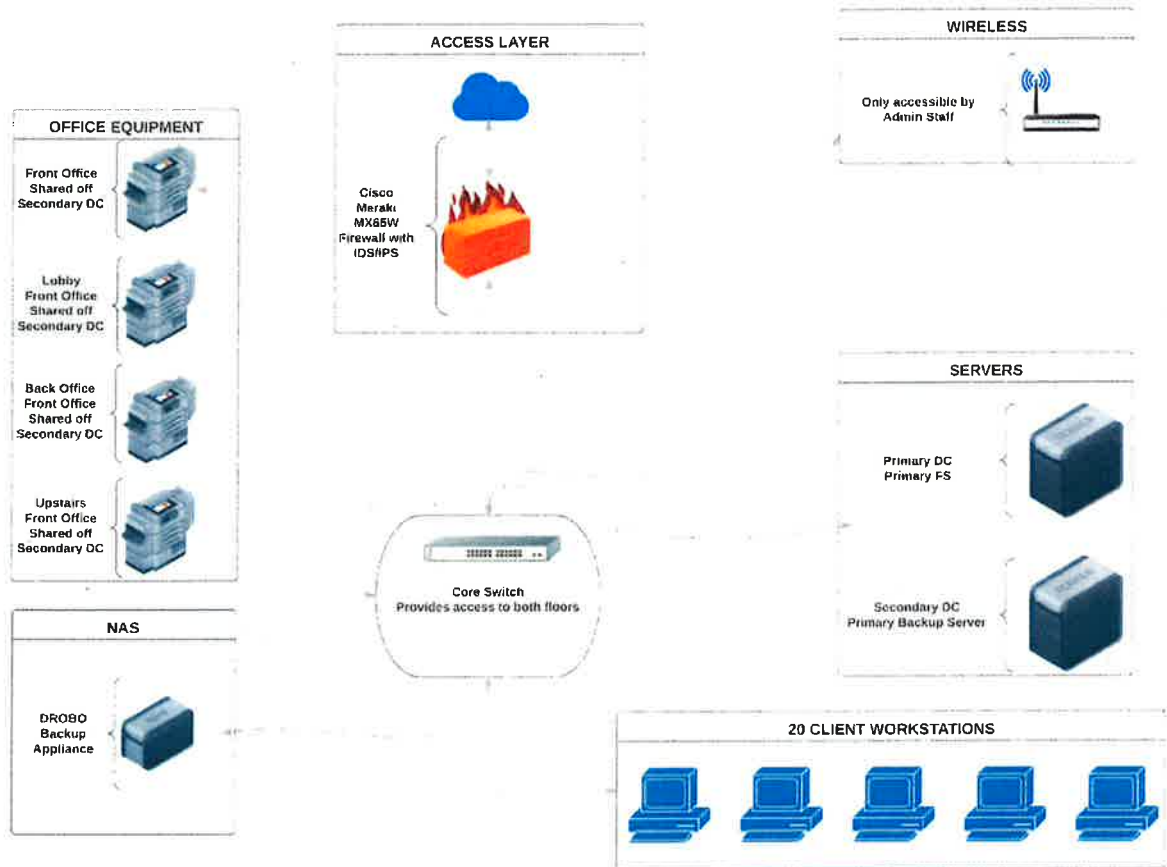
✓ **Business Structure / WMBE / Company Information / Demographics**

Advanced Data Solutions, Inc. is a Florida Corporation which was formed in 1999 (19 years). We currently have 40 employees and operate primarily from these two locations. **Key resumes and the Project Team Overview has been included in the previous section.**

We possess a current Florida Department of Management Services State Services Contract #973-561-010-1. We are an active legal entity with the Florida Division of Corporations. We are certified as 100% Woman Owned / WMBE with the Florida Department of Management Services, Office of Supplier Diversity. We also possess active business licenses at our office locations.

Advanced Data Solutions, Inc. Corporate Headquarters 141 Scarlet Boulevard, Suite A Oldsmar, Florida 34677 813.855.3545 <i>phone</i> Primary Contact: Melody S. Engle Website: www.adsus.net Email Address: mengle@adsus.net	Advanced Data Solutions, Inc. Georgia Office 364 West Memorial Drive Dallas, Georgia 30132 678.363.1723 <i>phone</i> Primary Contact: Melody S. Engle Contact Email Address: mengle@adsus.net
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Onsite ADS Internal Network



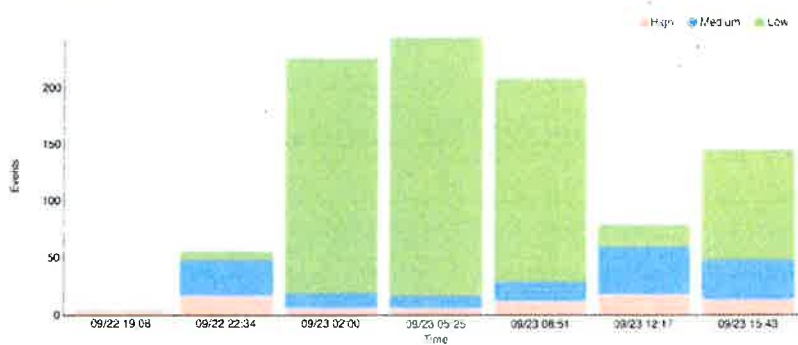
Network

The current network topology consists of 50MB fiber coming from Frontier FIOS (Fiber Optical Service). This gets routed through our Cisco Meraki MX65W firewall, which also acts as our core router.

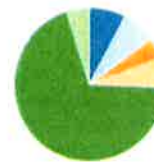
The Cisco Meraki MX65W provides IDS/IPS (Intrusion Detection/Prevention System) as well as malware protection for the network. By using Cisco's cutting-edge Sourcefire detection engine, the firewall provides real time threat analysis and gives regular reports on its findings to our IT department allowing them to adjust our network security accordingly.

Security report

By time and priority



By signature



Signature	Count
ICP... ..	478
QAD-TRAFIC-THU...	78
SQLSERVER-LOG...	67
WINDOWS-RE...	58
SQLSERVER-LOG...	47

Events

Time	Signature	Priority	Action	Network	Client	Source	Destination
Sep 22 17:21	QAD-TRAFIC-THU... Critical Client's data has been accessed	High	denied	Microsoft... ..	10.0.0.100...	10.0.0.100...	10.0.0.100...
Sep 23 15:25	QAD-TRAFIC-THU... Critical Client's data has been accessed	High	denied	Microsoft... ..	10.0.0.100...	10.0.0.100...	10.0.0.100...
Sep 23 15:21	QAD-TRAFIC-THU... Critical Client's data has been accessed	High	denied	Microsoft... ..	10.0.0.100...	10.0.0.100...	10.0.0.100...
Sep 22 15:21	QAD-TRAFIC-THU... Critical Client's data has been accessed	High	denied	Microsoft... ..	10.0.0.100...	10.0.0.100...	10.0.0.100...

Port forwarding is setup on the firewall, allowing only specific protocols to be utilized. SFTP (Secure File Transfer Protocol) is configured for secure file transfers to and from our core file server, allowing only authorized users temporary access. DHCP reservations are setup for all servers and networking devices to bolster our network security

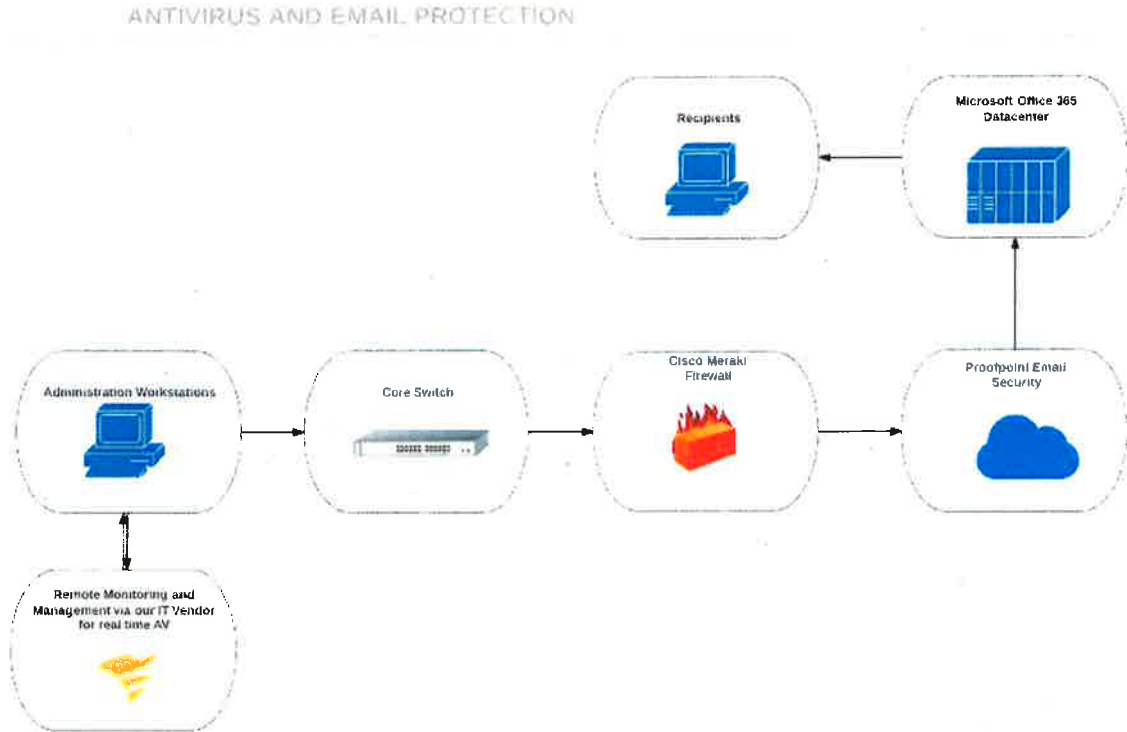
Servers

Our server room is an air conditioned, combination locked room located in the Administrative offices of ADS. Only high-level management have authority and access to this room. If any changes or issues occur with our servers, IT receives automatic alerts from our Remote Monitoring and Management system (RMM). In addition to remote monitoring, we perform monthly inspections of the network systems, applications and infrastructure to ensure all processes are functioning as designed. Our RMM system also includes Bitdefender, an anti-virus and anti-malware program that runs real time threat detection and automatically quarantines any potentially malicious content.

Our core domain controller and file server is a Dell PET430 running Windows Server 2012 Standard (latest available). All source images, files, and metadata are housed in the central file server until processing occurs. Once all data has been processed, it is sent to the customer per their request. Data currently on the server is backed up by our backup appliance. This server also runs our SFTP application allowing for secure file transfers as requested by our customers.

The secondary domain controller is a Dell PET410 running Windows Server 2008r2 Standard. This server runs as a backup for our core file server, as well as a redundant file server if required. In addition to the secondary duties, this server also monitors the backups for the primary file server.

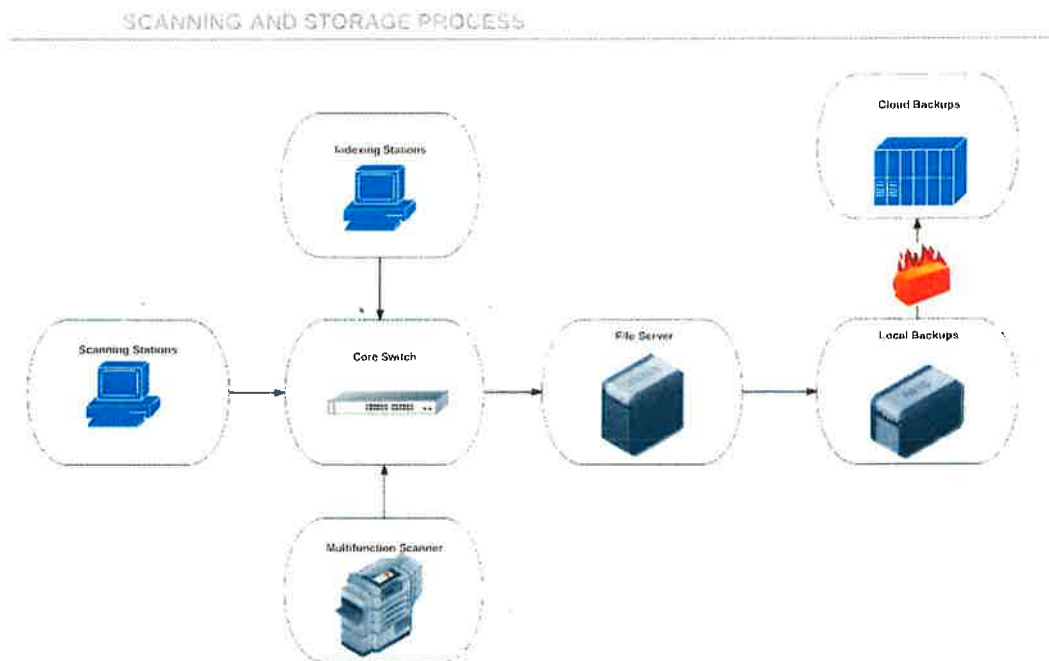
Email System



Our email is currently deployed through Microsoft Office 365, providing the most up to date compliance, including PCI-DSS level one and HIPAA-Business Associate Agreement. By hosting in Microsoft's datacenter, this allows for redundancy for all network operations. Microsoft applies real time malware and spam filtering that helps protect inbound and outbound email from malicious software and spam. Audit logs for the entire mail directory are taken and recorded in Microsoft's Exchange Administration Console (EAC) for review if necessary.

In addition to Microsoft's spam filtering, we deploy Proofpoint Email Protection. This provides enhanced security against malware, and also provides URL defense and spoof protection by checking sender-recipient relationship, email headers and domain reputation checks. Proofpoint also employs its own brand of Enterprise Continuity, allowing standalone access in the event of an emergency. This is an automatic service that gets deployed immediately when an outage has occurred.

Backups and Redundancy



Our backup appliance runs encrypted virtual images of the server hourly. These backups are stored locally on our Datto device, which provides file level restores as well as a host for the server images locally. Hourly file level restores in addition to real time threat detection which allows for minimum exposure to new viruses, including the new forms of ransomware. These encrypted backups are sent offsite to Datto's secure datacenters which meet SSAE-16 standards.

All backups are secured with AES-256 encryption with the passkey kept only by onsite administration. This level of redundancy, in addition to current standards of anti-virus and anti-malware protection help prevent data loss from any type of encryption viruses.

In the case of a server failure, we have the ability to host the most up to date virtual image on our backup appliance. In addition to providing another level of redundancy, this eliminates downtime while our IT department resolves the issue, allowing us to stay on schedule. In the event the building was compromised, we have the ability to host the server in the cloud, allowing for access to data from one of our other sites if necessary.

Wireless

Wireless access is distributed from the Meraki MX65W using Cisco's WIPS (Wireless Intrusion Protection System) Air Marshal. This allows for real time protection against rogue access points, malicious clients sending packet floods and man in the middle attacks.

In compliance with Payment Card Information Data Security Standards (PCI DSS), the device is locked in the server room with limited access by administration and IT. It records wireless archives from WIPS for up to one year. We perform quarterly wireless scans and have monitoring setup for all alerts that get sent to administration and IT.

We currently deploy a hidden SSID with a complex password. Only administration staff has access to the wireless network. Wireless access is never used to access or manipulate data on the network.

Workstations

All workstations on the domain are running Windows 7 Professional or Windows 10 Professional operating systems. Each user has their own Active Directory account, with access to only the application and record batch of which they have been assigned and approved. Workstations dealing with sensitive data have encrypted hard drives following HIPAA guidelines and are properly disposed of after phasing out of the workstation life cycle.

Current domain policies dictate all user accounts have a unique password with at least eight characters, including a capital letter and a number. Passwords for all users are required to be changed every 30 days. Workstations are set to automatically lock after eight minutes of idle time preventing any unauthorized access.

Client machines are all individually setup with antimalware and antivirus protection using Bitdefender. Bitdefender is an industry leading real-time anti-virus and anti-malware product that prevents viruses from being run on the local work station as well as proactively scanning emails to ensure no threats exist in any attachments, including OST and PST files. This is provided and actively monitored by our IT department. If a virus or malware is detected, Bitdefender automatically quarantines the item and sends a notification based on severity of the flagged item. This is then processed by IT to ensure proper procedures on virus and malware removal.

In addition to software, all client machines are monitored by our IT department. Automated alerts are sent to IT when any hardware failure has occurred. See below for standard workstation hardware and scanning specifications.

Common Workstation Configuration (20 total client workstations)

- Intel Core i5
- 4GB DDR3 RAM
- 250GB+ HDD
- External Hard Drives for backups
- UPS Battery Backups
- Windows 7/10 Professional
- Kodak Production Scanners
- Kodak Capture Pro Software to Capture, QC, and Index

Kodak Production Scanners (Scan Stations)

- Daily Volume: up to 30,000 pages per day

- Throughput: 100 pages per minute

- File Formats: TIFF/Multi-page TIFF, PDF, RTF, TXT, Searchable PDF, PDF-A

- Features: Streak filtering, controlled stacking, Perfect Page technology, iThresholding, automatic color detection, autocrop, image edge fill (black or white), aggressive crop, deskew, content-based blank page detection & deletion, multi-color dropout, hole fill, automatic orientation

- Output Resolutions: 100 / 150 / 200 / 240 / 300 / 400 / 600 dpi

- Compressions: CCITT Group IV ; JPEG or uncompressed output

- Multi-Feed Detection: Intelligent ultrasonic technology; three sensors that work together or independently

ADS WebFlow and Inventory Tracking

We manage all of our services using ADS **WebFlow**.

ADS WebFlow is a comprehensive Project Management software that we developed and own exclusively. NO OTHER SERVICE BUREAU has such a program. It tracks all records from pick-up to re-delivery. It provides management reports and communication options that facilitate effective and immediate project management. It manages every record, every employee, every function, groups, project teams and payroll. We will provide screenshots of our program throughout our response.

Within WebFlow, we enter each batch of records upon receipt at our facility. For example, City of Orlando - Batch 65 is entered as follows:

Orlando Batch 65 10-25-16 100 Boxes

Within WebFlow, we create detailed instructions for each function.

- Document Preparation
- Small Format Document Scanning
- Large Format Print Scanning
- Indexing and Metadata
- Quality Control
- Metadata / File Output Requirements

We use our program to communicate any unusual items or irregularities. We create groups for each project team that details instructions which are available immediately to the entire team. Our Project Manager monitors all issues and modifies processes as necessary. Any matters requiring client input are communicated quickly so that production is not affected. WebFlow is the source of our payroll. Staff routinely log in and out of projects generally according to client, batch, box and function. We use this program to provide "real-time" management reports that tell us the status of each project by function. WebFlow tracks each box of records at various levels from arrival to our warehouse through its conversion, review and ultimate data transmission. It provides a multitude of information

- By Box
- By Function
- By Employee
- Percentage of Completion by Box and by Function
- Times per Box by Employee and Function
- Average Times per Box by Function

Various control mechanisms are in place within all phases of production which quickly facilitate the identification and remedy to any production issues. This includes record discrepancies, legibility issues, non-standard document and index matters, timeline issues, equipment requirements, staffing requirements and training requirements.

If there is a records request, we can immediately identify where the record is within our program. This makes records requests a quick process.

Records Requests

Records requests are usually initiated using our request@adsus.net email address that gets routed to six different employees. One person is typically tasked with records requests with a back-up person established as necessary. You may require physical re-delivery of certain files. We will adhere to this requirement. Regardless, if a record is needed immediately, digital records requests are typically satisfied within an hour.

WebFlow facilitates the quick identification of records by their stage of production. If a box is already scanned, our clients can expect a link to the requested record within minutes. If the file has not yet been scanned, the box is retrieved and the correct file is converted and electronically sent within an hour.

ADS Pick-Up Procedures

Our driver and warehouse manager is introduced at project inception as a member of the project team and identified by an ADS uniform.

- Coordinated Batch Pick-Up between ADS Driver and Client Project Manager
- Driver Picks Up Boxes / Reconciles to Pick-Up log
- Log signed by ADS Drive and Client Project Manager
- Boxes transported directly to ADS facility
- Boxes unpacked and confirmed again at ADS facility
- Batch entered into WebFlow for tracking purposes designating physical receipt of boxes at our facility.

This screenshot depicts the initial receipt of Batch 65, picked up on 10/27/2016 consisting of 100 boxes. No work has begun yet on this project. All boxes are tracked through all levels of production.



WebFlow

Showing boxes for
Orlando Batch 65 10-27-16 100 Boxes DESTROY

Boxes List
+ Add Boxes

[1 - 11 of 100] [Page 1 of 10]

Box Name	Status	# SF	# LF	Actions
Box 1001	Prepared	0	0	Modify Delete
Box 1002	Prepared	0	0	Modify Delete
Box 1003	Prepared	0	0	Modify Delete
Box 1004	Prepared	0	0	Modify Delete
Box 1005	Prepared	0	0	Modify Delete
Box 1006	Prepared	0	0	Modify Delete
Box 1007	Prepared	0	0	Modify Delete
Box 1008	Prepared	0	0	Modify Delete
Box 1009	Prepared	0	0	Modify Delete
Box 1010	Prepared	0	0	Modify Delete

This screenshot depicts that boxes 1001 thru 1010 have been prepared. Through other reports, we can review box preparation times, budget times, average times and projected completion dates. All boxes are tracked through all levels of production.

WebFlow

Showing boxes for
Orlando Batch 65 10-27-16 100 Boxes DESTROY

Boxes List

+ Add (none)

Box Name	Status	# BF	# LF	Actions
Box 1001	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1002	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1003	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1004	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1005	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1006	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1007	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1008	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1009	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1010	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1011	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1012	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1013	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1014	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1015	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1016	New	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete

11 / 26

This screenshot depicts boxes 1001 thru 1010 have been partially prepared and scanned. All boxes are tracked through all levels of production

WebFlow

Showing boxes for
Orlando Batch 65 10-27-16 100 Boxes DESTROY

Boxes List

+ Add (none)

Box Name	Status	# BF	# LF	Actions
Box 1001	Completed	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1002	Completed	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1003	Completed	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1004	Completed	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1005	Completed	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1006	Completed	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1007	Completed	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1008	Completed	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1009	Completed	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete
Box 1010	Completed	0	0	<input type="checkbox"/> Modify <input type="checkbox"/> Delete

11 / 26 (Page 1)

This screenshot depicts boxes 1001 thru 1010 have been partially prepared, scanned and reviewed. All boxes are tracked through all levels of production. WebFlow allows us to drill down to every box and every employee to see start and stop times and review any discrepancies or issues encountered.

Showing boxes for:

Orlando Barth 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010

Home

Users

Groups

Tasks

Jobs List

Project List

Box List

Logs

Reports

Create Help

Boxes List

+ Add Boxes

Box Name	Status	SP	LF	Actions
Box 1001	Reviewed	10	10	View Details
Box 1002	Reviewed	10	10	View Details
Box 1003	Reviewed	10	10	View Details
Box 1004	Reviewed	10	10	View Details
Box 1005	Reviewed	10	10	View Details
Box 1006	Reviewed	10	10	View Details
Box 1007	Reviewed	10	10	View Details
Box 1008	Reviewed	10	10	View Details
Box 1009	Reviewed	10	10	View Details
Box 1010	Reviewed	10	10	View Details

[1 / 1 of 100]

Page 1 of 1

Through WebFlow reporting, we can quickly determine if a project is on schedule for completion. It quantifies production in terms of average times by function and by employee so that we can see if our budget hours were accurately estimated at project inception.



Indexing				
Box Name	Billy Gerety	Lauren North	Loretta Brown	Total
Box 1001	0h 47m			0h 47m
Box 1002		0h 45m		0h 45m
Box 1003			0h 41m	0h 41m
Box 1004	0h 47m			0h 47m
Box 1005	0h 47m			0h 45m
Total	2h 15m	0h 45m	0h 41m	3h 41m

Small Format Document Scanners (Black and White, Color and Grayscale)
Large Format Print Scanners (Black and White, Color and Grayscale)
Microform Digital Conversion (Black and White and Grayscale)

The list below details our inventory of conversion equipment. We constantly purchase new equipment and software as technology often changes

Qty	Description
4	Contex Crystal 40 Plus / HD 4250 Large Format Scanners – Black & White (B&W), Grayscale & Color Scanning Capabilities / ScanOS Software
1	Contex HD 5450 Large Format Scanner – Black & White (B&W), Grayscale & Color Scanning Capabilities / ScanOS Software
1	KIP 40 Plus Large Format Scanner – B&W, Grayscale & Color Scanning Capabilities – ScanClient Software – Version 2.0.0.16
1	Kodak i660 – 120 Page Per Minute (PPM) Scanner / 240 Page Per Minute (PPM) Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size – Kodak CapturePro Software
6	Kodak i4200 – 120 Page Per Minute (PPM) Scanner / 240 Page Per Minute (PPM) Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size – Kodak CapturePro Software
3	Kodak i1440 – 100 PPM Scanner / 200 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size - Kodak CapturePro Software
1	Fujitsu fi6800 – 130 PPM Scanner / 260 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	Fujitsu fi6670 – 70 PPM Scanner / 260 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	Fujitsu FI5900C – 120 PPM Scanner / B&W, Grayscale and Color Capabilities / Scans Up to Leger (11" x 17") Size
6	Fujitsu FI-5650C / 5750 – 57 PPM Scanner / 114 PPM Duplex Capability / B&W, Color & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
1	Fujitsu FI-4860C – 60 PPM Scanner / 120 PPM Duplex / B&W, Color & Grayscale Scanning / Scans Up to Ledger (11"x17") Size
5	M4097D – IPC (Image Enhancement Controls) – 50 PPM Scanner / 100 PPM Duplex Capability / B&W & Grayscale Scanning Capabilities / Scans Up to Ledger (11" x 17") Size
6	M4120C – 25 PPM Scanner / 50 PPM Duplex Capability / B&W, Color/Grayscale Scanning Capabilities/ Scans Up to Legal (8.5" x 14") Size
1	Mekel Mach V Microfilm Scanner – Quantum Scan Software / B&W and Grayscale Capabilities / Scans 35mm - 16mm roll film / Group IV tiff images and/or Jpeg files are created automatically during conversion. Other file options available. 100% Image Capture
1	Wicks & Wilson - 4100 Microfilm Scanner / B&W and Grayscale Capabilities / Scans 35mm and 16mm roll film / Group IV tiff images are created automatically during conversion. Other file options can be chosen prior to media conversion.
1	Mekel Mach VII Microfiche Scanners – / B&W and Grayscale Capabilities / Scans 35mm, 16mm, Comm Fiche, Jacketed and unjacketed / Group IV tiff images and/or Jpeg files are created automatically during conversion. Other file options available. 100% Image Capture

Document Scanning Software: Kodak Capture Pro, Version 5.1.3

Laserfiche Avante Version 10.0

Wide Format Scanning Software: NextImage Scan & Archive, Version 7.3

Microfilm Conversion Software: Quantum Scan 1.02.22 / Quantum Process 1.04.77

We utilize Kodak and Fujitsu scanners for our document conversion. In addition, we utilize Kodak Capture Pro scanning software which is a subset of Kofax VRS (Best Practice within our industry). File format is determined at output within our Kodak software. The below chart depicts the various options for this function. Obviously, we can choose from many options including single, multi-page, Group IV TIFF, PDF, Black & White, Color, Grayscale and many other features.

Capture Index Output

Destination:

- ☐ Credentials
- ☒ File(1):TIFF
 - ☒ Index:Text (delimited)
- ☐ File(2)
- ☐ System(1)
- ☐ System(2)
- ☐ Email
- ☐ Print
- ☐ Microsoft SharePoint
- ☐ Info Activate Solution
- ☐ Info Insight Solution

Advanced Options:

- ☐ Image Processing
- ☐ Invoke Other Program

Destination (File(1):TIFF)

☒ All

Location: <EXPORT_PATH>\%APP_NAME%\%BATCH_NAME%

File name: <DATE_MM><DATE_YY><BATCH_NAME>*.KDC

☐ Black & white: TIFF

☐ Color/Grayscale: JPEG

File:

OK Cancel Apply

TIFF Setup

Group by:

☒ Single Page

☐ Multi-Page

Black & White compression:

Color/Grayscale compression:

Color quality:

☐ Apply Digital Signature

Document:

Group-4

(none)

Group-4

LZW

Same as scanned

OK

Cancel

This dialog box screenshot is a help screen that supports the file output options depicted previously

TIFF Setup dialog box

Use this box to process your output in TIFF format.

Group by - click the radio button for **Single-page** or **Multi-page** group.

For each - if you select **Multi-page** group, select one of these options from the drop-down list: **Page**, **Document**, or **Batch**.

If your output includes black and white images, the **Black & White compression** option becomes active. Select **Group-4** or **(none)** from the drop-down list.

If your output includes color or grayscale images, the **Color/Grayscale compression** and **Color quality** options become available.

- **Color/Grayscale compression** - select **JPEG**, **JPEG (TIFF 6)**, or **(none)**.

- **Color quality** - select one of the following settings from the drop-down list: **Same as scanned**, **Draft**, **Good**, **Better**, **Best**, or **Superior**.

Apply digital signature* - click this checkbox to verify that an image output by Capture Pro Software has remained unaltered from the source document image captured. The free Image Verifier software may be used to verify that a digitally signed image has not been altered at any time. To read about the benefits of image verification and to download the Image Verifier software go to: www.kodakians.com/go/CSImageVerify.

OK - closes the dialog box and returns to the **Job Setup** dialog box.

* This option is not available with Capture Desktop Software.

To return to the Output tab, click [here](#).

To return to the Job Setup dialog box, click [here](#).

Capture Pro allows us to define index field / metadata requirements which includes the set-up of dual entry. Our technicians are trained and certified in the set-up and maintenance of this software. Basically, the metadata input can be tailored to meet any requirements and greatly assist in the prevention of input errors. The software even allows us to create a 1st file for direct input and interface into Laserfiche.

Dual Entry is further illustrated towards the end of this section.

The following graphics demonstrate the image enhancements available using Kodak Capture Pro software. Although we have other scanning options, we typically use Kodak scanners and software because of the image quality which we feel is superior to other leading scanners and software.

We've concluded this through side-by-side comparisons of difficult images such as documents with watermarks, raised seals, thermo fax pages, carbon copies, dot matrix generated documents, faded records and many others.


Image quality is critical when converting police records especially. Often photographs are dark and unrecognizable when using just a standard color or grayscale setting.

Document Capture

Other Capture Considerations

- Page Set-Up Selection
- Network Level Job Set-Ups according to SOW




Page Orientation / Auto Cropping

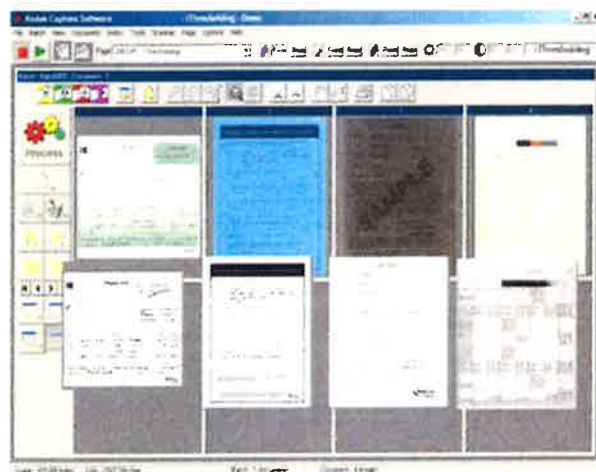


Automatic Orientation

- Images of documents with text are automatically rotated.
- Images of documents with text are automatically rotated.
- Images of documents with text are automatically rotated.
- Images of documents with text are automatically rotated.

Comparison of a scanned image

Input Image	Manual Cropping	Automatic Cropping
		





Thresholding and Adaptive Threshold Processing (ATP)
Results in **enhanced image quality and readability**

Kodak's Perfect Page technology and optics provide the best image quality available.

Wide Format Print Scanning

We utilize only the highest quality equipment and software. Our scan operators are tenured and have been with our companies for many years. All prints will be scanned on both sides if there is writing or information on both sides. A visual verification is made to ensure all raised seals are embossed and that plans stamped "VOID" on back-sides are stamped on the front side as well.

We scan at 300 DPI in accordance with Florida, Washington and national standards.

Not all print quality is the same. Scanner experience and equipment / software quality is important. Software and optics should enable brightness, contrast and adaptive threshold settings to achieve the highest quality image. Our wide format scanners facilitate oversized plans, well exceeding the common Size E drawing. Our wide format scanners also have color and grayscale settings which are necessary in certain circumstances. It should be noted that all wide format scanners are calibrated prior to each use thus stitching errors, if any, are identified.

We use 27" monitors for all our wide format scan stations so that operators can clearly identify fine lines, faded areas, aerial sections, raised seals, void stamps and signatures and frame orientation.

As you can see below, each scan operator has messages sent by a project manager or teammate utilizing ADS WebFlow. Our program prohibits job commencement until all related messages have been read. They are only eligible for deletion after they have been read. In addition, our program is the source for our ADP payroll. Thus, credit for work can only be obtained when notes are read and projects are logged for performance.

Message

From: Kay McNeil
Sent: 4/14/14 1:01pm

Please scan all prints in this batch within acetate sleeves. They are old brittle and very historical. Extra caution must be taken.

For darker (blue) prints, please use an Adaptive Threshold setting between 15 and 20 such that all light lines and graphs are legible.

[Reply](#)

[Delete](#) [Close](#)

Real-Time Review

As an industry leader, we understand the best time to review image quality is during and immediately following scan. As such, our reviewer looks at all images with the scan operator after the completion of each box. At that time, rescans, if any, are performed.

We perform a complete review of client data. This includes the physical removal of EACH file from every box and making real comparisons to the images and data on the screen. Thumbnail and individual images are reviewed in the case of small format documents. Review is performed by the highest levels of management. We feel the qualifications of our review staff are the highest in the industry and are clearly over-qualified for this function. This is critical. Years of records management and data management experience exemplify our dedication to quality control.

Not only is image quality and accuracy performed during the review stage, index field verification is as well. Individual and batch index screens are reviewed and compared to client logs (if any). Human review cannot be replaced with computer generated index review. This supplement review already performed during the index phase previously described. Document familiarity and records management experience support this function. We set the benchmark while competitors replicate and duplicate our processes (many of our competitors outsource directly to us).

**VILLAGE OF KEY BISCAYNE
DOCUMENT IMAGING PROJECT**

**SECTION B
SCOPE**

Scope of Work / Project Plan

Project Approach & Methodologies - Paper Records & Microform Media

Our experience and focus on teamwork is the core of our approach to Records Management.

During the preliminary stage of project inception, a project discovery meeting will be scheduled with critical project team leaders from both ADS and your staff. During the meeting, items for discussion will include departmental timelines, record confidentiality, privacy considerations, file type, format and index requirements and overall expectations. Sample documents will be obtained to begin the beta testing phase of the project.

Much of how we plan a project is based on prior experience, information gathering and an initial orientation when our professional relationship begins. We ask a lot of questions and offer suggestions based on our experience with similar projects. Information is exchanged which includes contact names, phone numbers and email addresses of all ADS team members to be involved in your project. Project timelines and budgetary considerations are also discussed.

If there are any sensitive records, we want to know (i.e. your police department and human resource records). This includes certain homeland security issues and personal privacy matters. Other discussion matters may include On-Site Records Conversion (your police department and human resource records), Server Space Considerations, Office Staff Coordination, Security Issues, Hours of Operation / Access, Client Deadlines any Other Special Needs or matters.

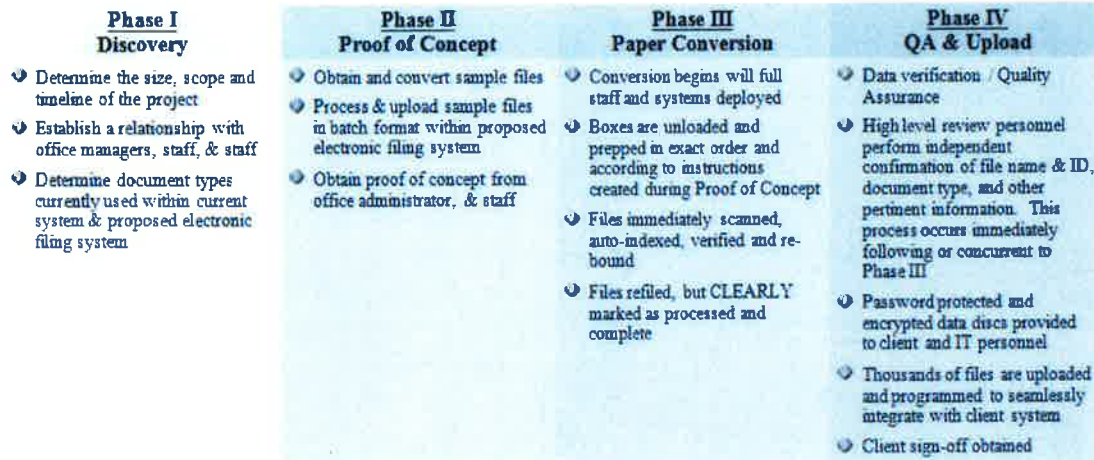
Proof of Concept and Beta Testing

We begin projects by processing a sample batch of records for your review. This "Proof of Concept or Beta Testing" phase helps to ensure we meet your specific project requirements and eliminate misunderstandings. During this phase, we process a small batch of your records and provide you with source files and related index data. Sample batches are examined, job set-up / profiles determined and conversion begins. Metadata will be created and efficiencies determined. Output files are created and transferred to your authorized team leader for review. Any modifications should be determined and performed at this point.

If there are any required changes, we can make any necessary modifications prior to project commencement. Once your staff approves our file format, indexing scheme and upload sequence, proof of concept is achieved and full conversion will begin. In certain circumstances, ADS are employed to perform batch uploads remotely on a pre-established schedule. This typically occurs late at night or during "after hours" time designations.

Upon proof of concept and your acceptance, we schedule the first full pick-up.

The below diagram depicts a basic conversion project. Within Phase I and II of a project, our programs develop custom interface source and index file schemes which allows the direct batch import of thousands of files within your system.



Throughout our response, we have provided documentation of our ADS WebFlow project management software and its capabilities. We have demonstrated our government-specific industry expertise and shown that your project requirements mirror what we do already daily for many municipalities throughout Florida. Basically, your project plan has been written and utilized for the last 18 years of our operation.

Project Work Plan

Our Work Plan will be finalized during the planning phase of project implementation. We will use our WebFlow program to schedule out all batches and files to be converted. Project team members will be assigned their respective tasks within WebFlow. Since our program allows for interoffice communication, we will establish the team and ensure all instructions and notes get transmitted to everyone involved. If an exception or new trend is discovered during conversion, we make sure everyone who works on the project is notified immediately. Projects cannot be billed or released until all levels of production have been accomplished within our program.



We manage all client production requirements through WebFlow. This program is the source for all task scheduling, budget and time management, enterprise, group / individual communication / notification and payroll reports. All tasks are managed at the detail task level such as record pick-up, document preparation, document scanning, wide format scanning, indexing / data input, review, output, billing, re-delivery and destruction. All projects are managed at the box or batch level and at the project level.

ADS WebFlow is a great project management tool. However, we also employ certain manual operations which serve to reinforce the controls we track electronically. For example, all deliveries are manually entered into the Workflow upon box unloading. Total box counts are reconciled to the Pick-Up documents signed by authorized client and ADS representatives. Document Preparation, Small Format Scanning, Large Format Print Scanning, Microform Conversion, Compilation and Review functions are indicated on the physical boxes themselves via color coded labels, signatures, dates and scan/review stations. All of these controls are cross checked with the WebFlow program through each batch lifecycle.

Hourly labor usages vary widely depending on client requirements as they constantly change. Our WebFlow projects and captures activity by batch, box, employee, function and client. If a project goes over budget, it is identified and resolved immediately. Thus, we are always on task for project completion according to agreed upon schedules.

Interface and System Diversity

The conversion of millions of images includes more than just scanning paper or microformed records. It involves extensive industry experience and programming knowledge that easily facilitates the batch upload of thousands of batch files into various EDMS systems. We utilize Laserfiche internally to run our operations and have experience with exporting records via Briefcases or Volumes.

**VILLAGE OF KEY BISCAYNE
DOCUMENT IMAGING PROJECT**

**SECTION C
EXPERIENCE / REFERENCES**

Orange County / Document Imaging, Data Conversion and Custom Interface

ADS was contracted for the conversion of millions of small / large format, microfilm and microfiche images initially as part of a basic conversion project in 2004. The project outlined specific volume milestones and required close teamwork with client project team members. After project commencement, multiple technical issues were encountered which required significant research, beta testing and custom programming. ADS provided industry expertise beyond the scope of the contract which resulted in a best of breed solution that exceeded expectations and product timeline deliverables. Our industry expertise facilitated the immediate creation of a custom interface and program designed specifically for a client's unique operating environment. Over 20 million images and 100 million indices have been successfully implemented within this client's system over the last 10 years. Our contract extends to all departments within the County and has included the County Administrator's Office, Contracts and Legal, Planning & Zoning, Environmental Protection, Public Works, Research and Growth Management. Services are ongoing.

Name: Aneta Duhigg
Address: 201 S. Rosalind Avenue, Orlando, Florida 32801
Telephone: 407-836-5873
Email: Aneta.Duhigg@ocfl.net
Completion Date: Ongoing / Monthly Pick-Ups
Project Cost: Initially \$750,000 / Recurring Revenues Approximate \$200,000

City of Orlando / Document Imaging Services

ADS began converting small and large format documents for the City during 2014. Since that time, we have primarily converted small and large format documents for the areas within Growth Management. All records are imported into the City's EDMS system. Metadata and source image formats are designed for simple integration. Services are ongoing. To date, we have converted 3,123,000 small format pages and 515,000 large format prints for the city.

Contact Name: Tisa Mitchell, Project Manager
Address: 400 South Orange Avenue, Orlando, Florida 32801
Telephone: 407-246-3179
Email: Tisa.Mitchell@cityoforlando.net
Completion Date: Ongoing.
Project Cost: \$214,000 To Date

Pompano Beach / Document Imaging, Microform and System Implementation

ADS began converting small and large format documents for the City during 2002. In 2010, we began the back-file conversion of millions of microformed images & data input resulted in concise data management & drastically improved record retrieval times. We converted nearly 1 million images from the City's microfiche library and tagged files with appropriate metadata. This project was completed in eighteen months.

Paper scanning services are ongoing citywide. We work with various departments including police, finance, public works and others, but focus primarily on Growth Management. We convert building permit files consisting of a multitude of small documents and large format prints. To date, we have converted over three million small format documents and 250 thousand large format prints.

During 2003, we implemented an Alchemy document imaging system within the City Clerk's office. This system grew to 45 users. The system managed paper records spanning 50 years and simplified public records requests. We have managed the set-up & support of multiple databases (Folder structures, indexing schemes, password security, drop-down menus, search routines, and extensive OCR).

During 2015 / 2016, we migrated the city from Alchemy to **Laserfiche** in a citywide deployment that included all of the above plus the development and design of several extensive workflows and forms processing routines.

Contact Name: Robin Bird, Director of Growth Management
Address: 100 W. Atlantic Boulevard, Pompano Beach, Florida 33060
Telephone: 954-786-4629
Email: Robin.Bird@copbfl.com
Completion Date: Ongoing.
Project Cost: Microfiche Conversion - \$250,000 / Paper Conversion -\$100,000 Annually

Bloomin' Brands, Inc. (fka Outback Steakhouse) Document Imaging Conversion

ADS began converting small format documents for BBI(OSI) during 2011. We are responsible for the daily pick-up, document imaging, indexing and nightly upload of thousands of payable and accounting records. The project serves to immediately process vendor payable files for over 1,200 Outback Steakhouse, Flemings, Carrabba's and Bonefish Grill fine dining restaurants. As part of our beta testing and proof of concept, we were asked to provide custom programming of full text OCR searches which performed cross checks with BBI's vendor information and lookup tables to populate certain metadata fields. Subsequent to our processing, images and metadata are uploaded to secured servers nightly. The metadata is further refined and accessed by processors from offshore locations. High volume days can involve the conversion of up to 50,000 images with 400,000 keystrokes of metadata.

Contact Person: William Sizemore
Address: 2202 North West Shore Boulevard, 5th Floor, Tampa, Florida 33607
Telephone: 813-830-4327
Email: WilliamSizemore@BloominBrands.com
Completion Date: Ongoing
Project Cost: \$425,000 / \$10,000 Per Month Ongoing

**VILLAGE OF KEY BISCAYNE
DOCUMENT IMAGING PROJECT**

**SECTION D
COST**

Conversion Price Proposal Based on the City of Fort Lauderdale Contract

Description	Price
Small Format scanning 300DPI Bi-tonal up to 11"x 17"	\$0.0345 per image
Large Format scanning 300DPI Bi-tonal over 11"x 17"	\$0.415 per image
35mm Film Scanning	\$0.0345 per image
16mm film scanning	\$0.0019 per image
Destruction	\$0.10 per pound
Indexing above 30 characters	\$0.0025 per keystroke
Pickup and Delivery	Included

Assumptions: 700-800 1.2 cubic foot boxes Average box between \$ 90.00 - \$125.00 per box

Ft. Lauderdale

SECTION VI - COST PROPOSAL PAGE - REVISED

Proposer Name: Advanced Data Solutions, Inc.

Proposer agrees to supply the services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor must quote firm, fixed, costs for all services identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

PRICING FOR SCANNING/IMAGING SERVICES:

Pricing for scanning/imaging must include prepping and indexing of up to 30 characters. For indexing above 30 characters, provide per character cost below.

TRANSPORTATION COSTS

Proposers must include any transportation costs in the unit price per image.

#	Item Description	Estimated Quantity	Unit Price	Total Price
1	Unit cost/per scanned image, letter and legal sized documents, up to 11" x 17"	8,089,900	0.034500	279,101.55
2	Unit cost/per scanned image, for E size shop drawings	1,086,700	0.415000	455,130.50
3	Unit cost/per scanned image, of 35mm building plans including drawings, permits, letter, etc. 100 rolls of microfilm required to be converted to scanned images (average of 1100 images per roll).	110,500	0.034500	3,812.25
4	Unit cost/per scanned image, of 16mm rolls, 2923 rolls of microfilm required to be converted to scanned images (average 2000 images per roll).	5,846,100	0.019000	111,075.90
5	Destruction documents after scanning and review of scanned images by the City is complete. Unit price per pound	30,000	0.10000	3,000.00
6	Cost per character for indexing above 30 characters	100	0.00250	0.25
7	Grand Total			\$852,120.45

Submitted by:

Melody S. Engle
Name (printed)

Date

11/9/14

Signature

President

Title